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ABSTRACT

Designed to assist college managers and correctional staff in operating prison education programs, this manual provides information and guidelines based on Hagerstown Junior College's 12-year involvement with the Maryland Correctional Training Center (MCTC). First, introductory material reviews the program's history, the lowered recidivism rates of program graduates, and the importance of postsecondary education in the rehabilitation process. Next, the manual provides basic information and outlines operational procedures in the following areas: guidelines for student qualifications and performance; registration procedures; the role of the Veterans' Affairs Coordinator; MCTC course scheduling and selection; the roles of the college bookstore and records office; payment procedures and sources of tuition; faculty assistance and student evaluations; graduation; the weekly duties of the Prison Liaison Coordinator; procedures for the currently suspended College Release Program, which offered on-campus instruction to selected prisoners; transfer assistance; and the selection, training, and assignment of peer tutors. Appendices provide a variety of forms, memoranda, and guidelines, as well as a job description for the Prison Liaison Coordinator. (HB)

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Hagerstown Junior College
Prison Program
Operations Manual

Maryland Correctional Training Center

JC 820 227

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TABLE OF CONTENTS

	Page
Preface	I
Introduction	II
Program Guidelines	1
College Release Guidelines	2
Registration	3-4
Veterans' Affairs Coordinator	5
Scheduling	6
Bookstore	7
Records Office	8
Payment Procedures	9-10
Sources of Tuition	11
Faculty Assistance and Student Evaluations	12-13
Graduation	14-15
Weekly Duties	16-17
College Release Procedures	18-20
Transfer Assistance	21
Selection, Training, and Assignment of Tutors	22
Prison Liaison Coordinator's Activities Flowchart	23

Appendices

Appendix A	Prison Education Program Agreement	24-25
Appendix B	Prison Liaison Coordinator's Form Letter	26
Appendix C	Course Selection Sheet	27
Appendix D	College Release Program Guidelines and Criteria	28-30
Appendix E	Memo Between Staff and Prison Liaison Coordinator Regarding "College Release Program Evaluation"	31
Appendix F	Memo Between Dean of Instruction and Prison Liaison Coordinator Regarding "College Release Evaluation Results"	32
Appendix G	Job Description - Prison Liaison Coordinator	33-34
Appendix H	Guidelines: College Program MCTC	35-36
Appendix I	College Registration Card	37
Appendix J	Prison Money Voucher Slip	38

PREFACE

The Hagerstown Junior College **Prison Program Operations Manual** is designed to assist college managers and correctional staff in operating their programs. The content represents an accumulation of twelve years' experience in operating a prison college program by Hagerstown Junior College.

The College Program at the Maryland Correctional Training Center in Hagerstown started in 1969 with a limited program. It evolved into a fully comprehensive program with all the usual support services found on campus because of the dedication of the college staff as well as the full cooperation of the members of the Maryland Division of Corrections. After making personal visitations to five states and reviewing their programs, along with researching many others, I can honestly say that there are none finer.

Credit must be extended to Atlee C. Kepler, President, HJC; Michael H. Parsons, Dean of Instruction, HJC; Jon P. Galley, Commissioner of Corrections, Maryland; James V. Keller, Supervisor of Education, MCTC; and H. Manford Fix, Jr., former Prison Liaison Coordinator of Off-Campus Programs, HJC, for their unending support for the College Program at MCTC and their sincere belief in trying to provide educational opportunities to those who are reaching out from behind walls.

Barbara E. Macht
Prison Liaison Coordinator of
Off-Campus Programs
Hagerstown Junior College

INTRODUCTION

Hagerstown Junior College (HJC) has conducted a prison education program at the Maryland Correctional Training Center (MCTC) for 12 years. During this period of time, approximately 360 students have completed the Program and returned to society. The recidivism rate in the College Program is approximately 30 percent below that experienced by the general population at the correctional institution.

The success of the College Program is attributable to orderly, systematic procedures which make the most of the abilities of the inmate-students, College staff, and the rehabilitation capability of the prison system. The College's **Prison Program Operations Manual** presents the strategies adopted by HJC to insure that the MCTC program remains effective and successful. These procedures are complex and not easy to implement; however, attention to them will result in an effective prison program. Given the cost of incarceration, it is imperative that contemporary society pay close attention to the role of postsecondary education in the rehabilitation process.

I recommend that any postsecondary educational institution which has a correctional institution in its service area make every effort to implement a program using these procedures.

Dr. Michael H. Parsons
Dean of Instruction
Hagerstown Junior College

PROGRAM GUIDELINES

Guidelines are established and distributed setting forth what criteria must be met by the prospective student in order for that person to be admitted to the Program.

The criteria establish both minimum and maximum qualifications. They should also be sufficiently clear as to allow the prospective student to understand the necessary qualifications.

The guidelines contain a statement to the effect that the student is expected to conduct himself in a manner that compares with academic and correctional regulations.

Performance Criteria

Guidelines are in final form (see Appendix H). They will be revised as needed.

COLLEGE RELEASE GUIDELINES

Guidelines setting forth criteria for College Release are established. This task was accomplished by a joint meeting of correctional classification personnel, correctional education personnel, and members of the College staff who will have responsibility for the College Release Program.

At the time of this writing, the College Release Program was suspended by the Division of Corrections.

Operational Procedures

College Release Guidelines are in final form (see Appendix D). They will be revised as needed.

REGISTRATION

Prospective students are interviewed and counseled prior to their acceptance into the Program.

New and continuing students are given a schedule of classes to be offered during the upcoming semester. The students are requested to indicate their desired courses. Any inconsistency between their choice, their program, and/or their need is discussed with them by the Prison Liaison Coordinator.

Once a final course selection is made by each student, the Prison Liaison Coordinator will try to accommodate the students given class size constraints. Should there be too many requests for a given class, preference is given to the students who need the course to graduate and who are senior students.

The Prison Liaison Coordinator will then establish a date and time, agreed upon by the Director of Education at the prison, to reenter the correctional institution to formally register the students. This is usually accomplished one week prior to the beginning of classes.

Once the registration cards are completed by the students, the Prison Liaison Coordinator checks them for possible errors.

The registration cards are separated into two batches, i.e., new first-time students and continuing students. They are then submitted to the Registrar for processing.

A master list should be made by the Prison Liaison Coordinator from the registration cards. Included on the list are the inmate's name, date of birth, Division of Corrections number, social security number, total credits accumulated, curriculum, and source of funding.

A copy of the master list is submitted to the following:

Dean of Instruction	Registrar
Dean of Students	Director of Student Financial Aid
Comptroller	Veterans' Affairs Coordinator
Bookstore Manager	Director of Education, Prison

REGISTRATION (continued)

One set of 3" x 5" cards is submitted to the Director of Education at the prison and one set is retained by the Prison Liaison Coordinator. Both are for day-to-day use.

The Course Selection Sheet is placed in the inmate-student's file in the Education Office at the prison.

Operational Procedures

1. Interviewing and counseling of prospective new students is an ongoing process.

2. The Course Selection Sheet is submitted three weeks prior to the new semester.

3. Formal registration is accomplished one week prior to the beginning of a new semester.

4. Registration cards are checked and submitted to the Registrar's Office within two days after they are filled out by the students.

5. The master list and 3" x 5" cards are made within the two-day period preceding submittal of registration cards to the Registrar's Office.

6. During the first week of classes, the Course Selection Sheet is placed in the student's file at the prison.

VETERANS' AFFAIRS COORDINATOR

The Veterans' Affairs Coordinator and the Prison Liaison Coordinator work closely together. The Veterans' Affairs Coordinator is notified by the Prison Liaison Coordinator of each prospective new student who indicates during the initial interview that he is a veteran. The Veterans' Affairs Coordinator then sets up a meeting with each student to counsel the student on veterans' affairs and file the necessary applications for educational benefits from the Veterans' Administration.

The Veterans' Affairs Coordinator is provided with a copy of the master list by the Prison Liaison Coordinator. The list provides information on which veterans are in the Program, taking how many credits in which curriculum. From this information, the Veterans' Affairs Coordinator can check the registration cards to confirm the enrollment and credit-hour load of the veteran student and certify same to the Veterans' Administration.

The Veterans' Affairs Coordinator acts as a peer counselor to the veteran students and therefore establishes regular visitation dates and times through the Prison Liaison Coordinator. The latter, in turn, makes the necessary arrangements for these visitations through the Director of Education at the prison.

Operational Procedures

1. The Prison Liaison Coordinator meets with the Veterans' Affairs Coordinator weekly.

2. The Veterans' Affairs Coordinator receives the master list for the
   - Fall Semester by the first week of the semester;
   - Spring Semester by the first week of the semester; and,
   - Summer Semester by the end of the first week of the semester.

3. The Prison Liaison Coordinator coordinates the visitation schedule for the Veterans' Affairs Coordinator on a semester basis. The Fall and Spring schedules are completed by the first week of classes. The Summer schedule is completed by the first day of classes.

SCHEDULING

Scheduling is a twofold process: first, classes have to be scheduled and second, students assigned to the classes.

There are two approved programs at the Maryland Correctional Training Center: Accounting and Business, and Administration of Justice.

The courses chosen to go into the correctional institution setting are selected based upon the following factors:

A. they are within the approved programs;
B. they generally follow on-campus scheduling of courses (Fall-Spring);
C. there is sufficient turnover in students to fill the classes;
D. sufficient instructional personnel are available;
E. they be taught within the time parameters of the prison schedule;
F. prerequisites have been met.

Once a schedule of classes has been selected using the preceding criteria, the division heads are given a copy of the proposed schedule. Times, days and instructors are then worked out between the division heads and the Prison Liaison Coordinator and presented to the prison administration for approval. The Dean of Instruction is given a copy of the proposed schedule for approval.

Once the schedule has been approved, it is submitted for publication.

Operational Procedures

1. A draft schedule is submitted in accordance with the established College dates for schedule development.

2. The division heads and Office of Instruction review and modify the schedule as part of the schedule building process.

3. The revised schedule is submitted for publication in keeping with the established College procedures for schedule publication.

BOOKSTORE

The College Bookstore is notified of the courses to be offered, the asssigned instructors, and the class size limitations that are established for the prison program. The Prison Liaison Coordinator usually instructs the Bookstore on the actual number of books needed for each course.

The Prison Liaison Coordinator then makes arrangements with the Bookstore to transport the books to the prison. The same type of arrangements must be made with the Director of Education at the prison so that the vehicle and personnel assigned to transport the books can enter the prison compound.

The Prison Liaison Coordinator then requests a College vehicle and work-study student(s) for the date and time selected to transport the books to the prison site.

After registration, the Prison Liaison Coordinator issues appropriate books to the students and they in turn sign for the books.

After distribution of the books, the Bookstore is notified as to which students received which books and the funding source for each student.

The Bookstore then notifies the Prison Liaison Coordinator of the semester bill for each student. The Prison Liaison Coordinator, working through the prison's Director of Education, collects the money from the students who are self-supporting. The bills for the students who are funded through some State or Federal program are submitted to the Comptroller's Office.

Operational Procedures

1. The Bookstore is notified of courses being offered in accordance with College schedule development procedures.

2. The books are transported to the prison and issued to the students the week preceding the start of the semester.

3. The Bookstore is notified by the Prison Liaison Coordinator of the students who received the books within three days after issuance of books.

4. Funds collected by the Prison Liaison Coordinator for books issued is submitted to the Bookstore on an ongoing basis.

RECORDS OFFICE

The Prison Liaison Coordinator works closely with the Records Office. Such matters as collecting credentials from the inmate-students for their permanent records at the College, assisting the inmate-students in obtaining official and student copies of their transcripts from the College, and explaining College guidelines on such matters are some of the duties that the Prison Liaison Coordinator must perform.

In addition, the Prison Liaison Coordinator collects transcript fees for the Registrar and coordinates change-of-grade procedures when appropriate.

The Prison Liaison Coordinator assists the Registrar in assuring the accuracy of the records on the inmate-students.

The Prison Liaison Coordinator works closely with the Registrar to insure compliance with Federal regulations in gathering data from student records for research purposes.

From time to time, the Prison Liaison Coordinator will assist the Dean of Students and/or the Dean of Instruction in reviewing the various inmate-student records. Usually, the foregoing is done for purposes of certification for graduation or for special recognition.

The Prison Liaison Coordinator will work with the Registrar in obtaining factual information regarding an inmate-student when requested by the prison authorities or courts.

Operational Procedures

The Prison Liaison Coordinator's interaction with the Records Office is an ongoing process.

PAYMENT PROCEDURES

The Prison Liaison Coordinator submits a list of names, social security numbers, and credit hours of each student along with the student's sources of funding to the Bookstore, Comptroller's Office, and the Director of Student Financial Aid.

The Bookstore compiles a list from the information submitted by the Prison Liaison Coordinator, indicating the student's name, source of funding, and specific costs of books to each student. This list is then submitted to the Comptroller's Office where the Tuition Assistant will append the costs of tuition and fees to each student. The list is then sent to the Director of Student Financial Aid who, following applicable Federal regulation, will issue awards based upon the costs for those students who receive financial aid.

A copy of the final list is submitted to the Prison Liaison Coordinator who will collect from the veterans, social security students, and any students who are self-funded, their costs for the semester.

The inmate-students sign a Money Voucher for the designated amounts, which is given by the Prison Liaison Coordinator to the Director of Education at the prison for processing. Once the correctional institution issues checks which correspond with the Money Vouchers submitted, the checks are given to the Prison Liaison Coordinator by the Director of Education. The Prison Liaison Coordinator takes the checks to the College and has them credited to the appropriate inmate-student's account obtaining a receipt for same. The receipts are taken back to the correctional institution by the Prison Liaison Coordinator and deposited in the respective inmate-student's file. The inmate-student may have the receipt upon request.

A permanent record of these transactions will be maintained by the Prison Liaison Coordinator.

Should an inmate-student be transferred to another correctional institution or paroled, the Prison Liaison Coordinator will ask the correctional personnel to indicate where the inmate-student was transferred. The Prison Liaison Coordinator will then notify the correctional institution where the transferred student is housed of any outstanding obligations.

PAYMENT PROCEDURES (continued)

Operational Procedures

1. The master list of inmate-students is submitted one week prior to starting a new semester.

2. The list containing the bills is given to the Prison Liaison Coordinator three weeks after the semester begins. The collection of bills is an ongoing process.

3. Follow-up data on inmate-students by the Prison Liaison Coordinator is an ongoing process.

SOURCES OF TUITION

There are several sources of tuition based upon the current Federal and State regulations. In force, at the time of this writing, are the Pell Grant which covers a portion of the cost of the instruction, and the Supplemental Educational Opportunity Grant which covers a portion of the cost of instruction. The above sources of funding are good for two semesters within a fiscal year. The inmate is expected to make a contribution to the cost of instruction, which will vary. In order to fund the Program during the summer and fund additional students where there is insufficient Federal monies, other sources of funds are regularly sought.

Some students qualify for Veterans' Administration Educational Funds. These students pay the costs of their tuition, fees, and books. Many incarcerated veterans are also eligible for a Pell Grant which helps offset the cost to the veteran.

A minority of the incarcerated students are eligible for Social Security Educational Benefits. These students, like the veterans, may be eligible for Pell Grant monies.

Operational Procedures

Sources of funding are regularly sought by the Prison Liaison Coordinator and this activity is an ongoing process.

The Prison Liaison Coordinator maintains a constant interaction with the College's Director of Student Financial Aid.

FACULTY ASSISTANCE AND STUDENT EVALUATIONS

The Prison Liaison Coordinator assists the faculty teaching at the prison with such matters as audiovisual equipment, photocopying, and proctoring of exams.

There will be occasions when a faculty member will ask the Prison Liaison Coordinator to speak with a student(s) about their performance or lack thereof. The Prison Liaison Coordinator may have a student who is proficient in a particular subject tutor a student who is having extreme difficulty in the same subject matter.

Assignment of tutors to inmate-students is done at the request of the instructor, or the inmate-student may request tutorial assistance. Further, the Prison Liaison Coordinator may recommend tutorial assistance based on the inmate-student's grades. Eligibility for tutorial services will be based on inmate-student need as determined by the Prison Liaison Coordinator.

The Prison Liaison Coordinator coordinates the visitation of guest lecturers in the classes as requested by the assigned instructor. This is usually done through the Director of Education at the prison.

The Prison Liaison Coordinator makes the arrangements for all College personnel going into the prison on a regular basis to have an identification badge issued by the Division of Corrections. This is usually coordinated through the Director of Education, Assistant Superintendent of Treatment, and the Assistant Superintendent of Custody.

The Prison Liaison Coordinator may be requested to assist with the implementation of the College's Evaluation Program. The Prison Liaison Coordinator should use extreme care in the evaluation process to insure that no bias is expressed or inferred. The evaluations are collected and transported to the College by the Prison Liaison Coordinator and given to the Dean of Instruction.

FACULTY ASSISTANCE AND STUDENT EVALUATIONS (continued)

Operational Procedures

1. Assistance to faculty with instructional services and counseling by the Prison Liaison Coordinator is an ongoing process.

2. The Prison Liaison Coordinator obtains the identification badges for the teaching faculty at least two weeks prior to starting a semester. Where possible, the Division of Corrections is notified of the instructors at least six weeks prior to the beginning of a semester.

3. Evaluation assistance by the Prison Liaison Coordinator will be rendered between eight to fourteen weeks into a regular semester. Instructor evaluations at the prison will occur between the eighth and fourteenth weeks of the semester as it is on campus. The Prison Liaison Coordinator will render assistance as required during this time.

GRADUATION

Throughout the academic year the Prison Liaison Coordinator maintains a list of those inmate-students who have met the graduation requirements. As the requirements are met, the prospective graduates are asked to submit an application for graduation and submit the fee for graduation.

During the Spring Semester the Prison Liaison Coordinator submits a list of prospective graduates and their applications to the Dean of Students for certification.

The graduation list is also submitted to the Director of Education at the prison and the Comptroller's Office at the College, and posted for the inmate-students in their classrooms.

The Dean of Instruction is given a list of the prospective graduates and asked who should be present for the ceremonies.

The Director of Education is asked who should be present at the ceremonies.

The graduating students hold a meeting to ascertain who will serve as their graduation guest speaker and class spokesman.

News media are notified through the Office of Public Information at the College and by the Division of Corrections.

Once the above information is collected by the Prison Liaison Coordinator, the individual makes the arrangements with the correctional institution authorities for the ceremonies.

All faculty teaching at the prison are invited to participate. The Director of Education at the prison handles space and security arrangements as well as the reception.

The Prison Liaison Coordinator transports the necessary caps and gowns, diplomas, and other material as needed to and from the prison.

The Prison Liaison Coordinator will be at the prison prior to the ceremonies to help facilitate in identifying staff and escorting them to the area of the ceremonies. The individual also instructs the graduates in the procedures of the ceremonies.

GRADUATION (continued)

Once the ceremonies are concluded and the caps and gowns collected, the Prison Liaison Coordinator returns all equipment to the College.

Operational Procedures

1. One month prior to the completion of a semester, the Prison Liaison Coordinator requests the prospective graduates to make application to graduate.

2. During the first week of April each year the Prison Liaison Coordinator submits the list of prospective graduates to the Dean of Students.

3. By the second week of April the Prison Liaison Coordinator has conferred with the Dean of Instruction and the Director of Education at the prison concerning the graduation ceremony.

4. During the third week in April the Prison Liaison Coordinator meets with all available prospective graduates, notifies the prison officials of the requested graduation ceremonies, and notifies the faculty and staff.

5. One week prior to the graduation ceremony, the Prison Liaison Coordinator takes all necessary material to the prison for the graduation.

6. Within the first week after the graduation, the Prison Liaison Coordinator brings all College material back to the College.

WEEKLY DUTIES

Mondays, Wednesdays, and Fridays

1. Telephone the Director of Education at the prison to ascertain if anything is needed or any problems have developed.

2. Work with the Records Office, Admissions Office, Student Financial Aid Office, Comptroller's Office and the Bookstore.

3. Handle all correspondence and/or telephone calls to friends and relatives of the inmate-students.

4. Coordinate functions to be carried out on Tuesdays and Thursdays.

5. Meet with Veterans' Affairs Coordinator for feedback and planning on Fridays.

6. Schedule liaison meetings with College administrators as needed.

Tuesdays and Thursdays

1. Go to the prison and meet with the Director of Education for planning.

2. Meet with inmate-students who desire an interview.

3. Meet with inmates who wish to be admitted to the Program.

4. Be available for joint meetings with the Director of Education and other correctional personnel.

5. Periodically review the inmate-students' files for correctness and update same as necessary.

As Requested

1. Meet with division heads to coordinate scheduling.

WEEKLY DUTIES (continued)

As Requested (continued)

2. Meet with specific instructors in the Program to discuss their instructional needs.

3. Meet with College Release students to assist them with the transition to campus.

4. Meet with off-campus personnel requesting information on the Program.

5. Perform other tasks as assigned by the Dean of Instruction.

These guidelines may be modified by the Prison Liaison Coordinator to meet the changing demands of the Program.

COLLEGE RELEASE PROCEDURES

Each inmate-student is presented with a copy of the College Release Program Guidelines and Criteria upon his acceptance into the Program. Within these guidelines is a set of criteria to be met by the inmate-student if he wants to participate in the College Release Program.

At least six weeks prior to the conclusion of a semester, the Prison Liaison Coordinator will go through each inmate-student's education folder at the prison to ascertain which students have been in the Program two or more semesters. A list of students meeting that requirement is submitted to the Director of Education, who in turn submits the list to the Classification Department Supervisor. The Classification Department establishes the accurate parole hearing date of each student; indicates which students meet minimum security guidelines; and which, if any, would need a psychological profile before the correctional authorities would allow the student to be on minimum security. The results are submitted to the Director of Education at the prison and from him to the Prison Liaison Coordinator.

The Prison Liaison Coordinator notifies the Dean of Instruction and the Dean of Students of the number of students who are eligible for College Release. The Dean of Students notifies the Prison Liaison Coordinator of the number of students to be accepted for campus release.

The Prison Liaison Coordinator submits the complete list of prospective College Release students to all faculty teaching during the current semester and to the Director of Education at the prison. They are asked to rate each student's readiness for campus on the basis of their familiarity with the students. The results are tabulated by the Prison Liaison Coordinator. Generally the top six to eight students are selected to be interviewed by a College Release Board.

The Prison Liaison Coordinator establishes a date and time convenient to hold the College Release hearings. This is coordinated between the Dean of Instruction, Dean of Students, Director of Education - Prison, and Classification Department Supervisor - Prison.

COLLEGE RELEASE PROCEDURES (continued)

The Dean of Instruction indicates which members of the instructional staff will participate in the hearings. The Dean of Students indicates which members of the counseling staff will participate in the hearings. The Classification Department Supervisor indicates which classification officers and correctional officers will participate in the hearings in addition to himself. A combination of the above individuals make up the hearing committee.

Once the College Release students have been selected by the College Release Board, the Prison Liaison Coordinator meets with the College Release students. He explains the guidelines and assists them in settling down to their new environment at the Work Release Center.

The Prison Liaison Coordinator contacts the Dean of Students to ascertain when the Dean wishes to formally meet with the new College Release students. Once a date and time is established, the Prison Liaison Coordinator makes arrangements with the prison authorities to have the College Release students transported to the College.

Once on campus, the College Release students are assisted by the Prison Liaison Coordinator in getting registered and oriented to the campus.

The Dean of Students notifies the Correctional Staff of the schedule of the College Release students.

The College Release students are encouraged to freely communicate with the Prison Liaison Coordinator.

Operational Procedures

1. Six weeks prior to the end of any semester the Prison Liaison Coordinator compiles the list of prospective College Release students.

COLLEGE RELEASE PROCEDURES (continued)
Operational Procedures (continued)

2. Four weeks prior to the end of the semester the Prison Liaison Coordinator submits the names of the College Release candidates to the faculty for evaluation.

3. Three weeks prior to the end of the semester the Dean of Students notifies the Prison Liaison Coordinator of the students selected for the hearings.

4. Two weeks prior to the end of the semester, College Release hearings are conducted. The results are issued the same day by the Prison Liaison Coordinator.

5. Two days after the hearings the Prison Liaison Coordinator meets with the College Release students for counseling.

6. At least once per semester, during registration, the College Release students will meet with the Prison Liaison Coordinator.

TRANSFER ASSISTANCE

The Prison Liaison Coordinator communicates with various colleges and universities in the State of Maryland and contiguous states to obtain catalogs and admission applications. These materials are placed in the Director of Education's Office in the correctional institution for use by the various inmate-students.

The Prison Liaison Coordinator makes regular visits to counsel and assist the inmate-students in applying for admission to the college or university of their choice.

Generally, the Director of Education at the prison will supply a letter requesting waiver of admission fees for the inmate-students applying to other colleges and universities.

Should a classification counselor at the prison request transfer information regarding one of the inmate-students in the individual caseload, the Prison Liaison Coordinator will supply the information. It may be necessary to telephone the college or university in question to verify acceptance, etc.

Scholarships and other types of recognition are awarded to the inmate-students from time to time. The Prison Liaison Coordinator should work closely with the Dean of Students, Director of Education at the prison, and the agencies involved to see that the inmate-students receive all the recognition possible.

The various courts and the Maryland Parole Commission will from time to time request academic information about some of the inmate-students. The Prison Liaison Coordinator may receive a summons from a court to testify as to an inmate-student's current status with the College and the inmate-student's behavior within the Program. A certified copy of the transcript, with permission of the student in question, will be taken to the court.

The Prison Liaison Coordinator will make every effort to maintain a follow-up of inmate-students who were in the Program and have subsequently been transferred, paroled or released by other means.

Operational Procedure

The above is an ongoing process conducted by the Prison Liaison Coordinator.

SELECTION, TRAINING, AND ASSIGNMENT OF TUTORS

The tutorial program is dependent upon College funds available and the needs of the Program.

To become and remain a peer tutor the inmate-student must achieve and maintain a 2.75 Q.P.A.

Selection of peer tutors is based on financial need, academic achievement and demeanor in the College Program.

Training of all new peer tutors will be arranged with an on-campus counselor experienced in training peer tutors. At least 16 contact hours of training must be completed before the peer tutor will be allowed to work with another student.

Assignment of peer tutors to those in need of tutoring will be based on three (3) major factors: (1) student request; (2) instructor's recommendation, (3) the monitoring of grades by the Prison Liaison Coordinator.

Care must be taken to insure compatability between the student to be tutored and the peer tutor.

Tutoring may take place in the more formalized setting of the tutoring room or in the less formalized environment of the Library or housing units. The determination of where to tutor is left to the student and peer tutor. In all settings a record must be maintained and verified by the Prison Liaison Coordinator.

Tutoring may be accomplished by a single tutor and several students in subject matters that do not require a one-to-one working relationship. Other subject matters will require a one-to-one working relationship. The decision regarding the approach to be used will be recommended by the tutor to the Prison Liaison Coordinator.

PRISON LIAISON COORDINATOR'S ACTIVITIES FLOWCHART

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APP	MAY	JUN
Program Guidelines	*	*	*	*	*	*	*	*	*	*	*	*
College Release Guidelines	*	*	*	*	*	*	*	*	*	*	*	*
Registration		*	*			*	*				*	*
Veterans' Affairs Coordinator			*				*					*
Scheduling			*	*	*	*						
Bookstore			*			*	*					*
Records Office	*	*	*	*	*	*	*	*	*	*	*	*
Payment Procedures	*	*	*	*	*	*	*	*	*	*	*	*
Sources of Tuition	*	*	*	*	*	*	*	*	*	*	*	*
Faculty Assistance	*	*	*	*	*	*	*	*	*	*	*	*
Student Evaluations					*					*		
Identification Badges for College Staff		*	*			*	*				*	*
Graduation		*				*				*	*	
College Release Procedures	*	*			*	*				*	*	
Transfer Assistance	*	*	*	*	*	*	*	*	*	*	*	*
Selection, Training, and Assignment of Tutors	*	*	*	*	*	*	*	*	*	*	*	*

APPENDICES

Appendix A
PRISON EDUCATION PROGRAM AGREEMENT

PRISON EDUCATION PROGRAM AGREEMENT

The Hagerstown Junior College, hereinafter referred to as the College, enters into this Agreement with the Maryland Correctional Training Center, hereinafter referred to as MCTC, for the purpose of establishing and maintaining a cooperative prison education program.

SPECIFIC RESPONSIBILITIES OF MCTC

1. MCTC will provide personnel to assist the College in selecting students for the Program.
2. MCTC will provide facilities to house the classes which will be taught.
3. MCTC will provide library resources to support the classes which will be taught.
4. MCTC will provide a college coordinator who will maintain the day to day records of the Program and serve as liaison officer with College personnel.
5. MCTC will provide custodial services which will monitor student behavior to determine continued participation in the Program.

SPECIFIC RESPONSIBILITIES OF THE COLLEGE

1. The College will provide personnel to conduct the admissions hearings which will designate students for the Program.
2. The College will schedule a series of courses to be taught at MCTC. The courses will follow the regular College calendar.
3. The College will provide financial aid information to students and MCTC personnel. The College cannot guarantee financial support for the Program.
4. The College will provide counseling services to the Program students on a regularly scheduled basis.
5. The College will certify that adequate instruction is provided in all classes.
6. The College guarantees that its Program guidelines and personnel will abide by all rules and regulations of MCTC.
7. The College will inform all students of appropriate College regulations and procedures.
8. The College maintains the responsibility for periodically evaluating the level of performance of the faculty.
9. The College will maintain the academic integrity of the Program consistent with college, state, and national guidelines.
10. The College will identify a member of its administrative staff who will serve as liaison officer with MCTC personnel.

Appendix A

PRISON EDUCATION PROGRAM AGREEMENT (continued)

It is the expectation of the College that the policies, philosophy, and attitudes of MCTC will be conducive to student learning.

It is the expectation of MCTC that the College will give custodial personnel support by demonstrating understanding of their problems and by assuring that every effort will be made to work cooperatively with them.

The number of students accepted for the Program will be mutually agreed upon by MCTC and the College.

Continued cooperation between MCTC and the College is essential to an effective working relationship. Further, it will result in mutual understanding and respect for the mission of each institution. The line of communication on the administrative level will be the Superintendent, MCTC, and the College's Office of Instruction.

Signed _____
Superintendent
Maryland Correctional
Institution-Hagerstown

Date _____

Signed _____
Superintendent
Maryland Correctional
Training Center

Date _____

Signed _____
President
Hagerstown Junior College

Date _____

Appendix B
PRISON LIAISON COORDINATOR'S FORM LETTER

Hagerstown Junior College
751 Robinwood Drive • Hagerstown, Maryland 21740 • 301•790•2800

Dear Sir:

After careful review of the information noted during our interview process, I noted that your parole hearing date exceeds the eighteen (18) month limitation placed upon our College Program.

For the aforegoing reason, we are not able to have you in our College Program at MCTC at this time. However, I hope that you will maintain your interest in the Program, and when you are within eighteen (18) months of a parole hearing date again, notify me of your interest and every effort will be made to help you obtain admission to Hagerstown Junior College.

Again, thank you for considering Hagerstown Junior College.

Sincerely,

Prison Liaison Coordinator

Appendix C
COURSE SELECTION SHEET

COURSE SELECTION SHEET

Below listed are the courses being offered this Fall. Please fill in the information blanks below and then rank the courses in the order that you would prefer to be considered for them. Put a #1 by the course of your first choice, etc.

Name _____ Number _____

Parole Hearing Date _____ Credits Already Earned _____

___	BUS 204M	Public Relations	Bates
+___	ECO 101M	Economic History	Keller
+___	ENG 100/101M	English Composition	Ballard
___	ENG 112M	Technical Writing	LeHardy
___	GEO 103M	Economic Geography	Boyer
___	MAT 105M	Business Math	TBH
___	MGT 201M	Marketing	Beman
___	MGT 210M	Management of Human Resources	Beman
*___	POL 101M	American Government	E. Johnson
*___	PSY 209M	Human Relations	Chrisman

+Indicates that these two classes are meeting at the same time.

*Indicates that these two classes are meeting at the same time.

Please return this form to me.

Prison Liaison Coordinator

Appendix D
COLLEGE RELEASE PROGRAM GUIDELINES AND CRITERIA

COLLEGE RELEASE PROGRAM

NAME: _____ NUMBER: _____

OFFENSE: _____ SENTENCE: _____

NAME & ADDRESS OF COLLEGE: _____

_____

_____

TELEPHONE NUMBER: _____

College Release is a privilege, not a right. While participating in the College Release Program you are subject to the following conditions and regulations. You will conform to all rules and regulations of the Maryland Correctional Training Center and the Work Release Center. In addition, you will conform to all rules and regulations of the College.

This agreement shall permit you to leave the correctional institution during the necessary and reasonable hours for the purpose of attending College. If you willfully fail to return to the Work Release Center immediately after your scheduled hours, you may be subject to adjustment action and be charged with escape.

While on College Release, you shall not be deemed to be an agent, employee, or involuntary servant of the Division of Corrections while out of the correctional institution.

You shall be eligible for behavioral and industrial credits or for parole to the same extent you would be if you were not on this College Release Program.

Appendix D

COLLEGE RELEASE PROGRAM GUIDELINES AND CRITERIA (continued)

College Release Program 2

COLLEGE RELEASE GUIDELINES

1. You will travel from the Work Release Center to the College campus and return thereto by the shortest way and in the least amount of time possible. You will not leave the College campus without permission. No off-campus courses or activities will be scheduled for College Release participants due to transportation difficulty. For purposes of College Release the College campus is defined as the main Robinwood Campus.

2. If classes are dismissed, or you are excused for any reason, or an emergency arises, you will call the Officer in charge - 733-2800, extension 313.

3. You will not receive visits while at the College, or become unduly involved in personal business (i.e. excessive telephone calls, etc.).

4. You will faithfully attend all scheduled classes with no unexcused absences. The Cut System therefore, does not apply to College Release participants since the rationale for College Release is class attendance on this campus.

5. You will at all times conduct yourself in a courteous manner.

6. You will not drink or have in your possession at any time alcoholic beverages.

7. You will not use or have in your possession at any time narcotics or CDS in any form.

8. You will submit at anytime to any test prescribed by the Division of Corrections to detect narcotic or alcoholic usage.

9. You will not be permitted to enter into any contractual agreements, or financial obligations without prior permission from the correctional institution superintendent.

10. All other student regulations stated in the College catalog and the student handbook apply as well as to all College Release participants.

I hereby accept this College Release Plan and acknowledge that I understand all of its terms and conditions and that I agree to comply with all of said rules, regulations, terms and conditions, and that I have received a copy of this form. Any violations of the above-mentioned regulations constitutes automatic dismissal from the College Release Program.

_____ _____ _____

Witness Signature of Inmate Date

Appendix D
COLLEGE RELEASE PROGRAM GUIDELINES AND CRITERIA (continued)

College Release Program 3

COLLEGE RELEASE CRITERIA

The following screening criteria will be used for those inmates being considered for the College Release Program at Hagerstown Junior College.

1. Inmate must have completed two (2) college semesters at the Maryland Correctional Training Center.
2. Subject must meet minimum security eligibility requirements.
3. Any man with a sentence of over ten (10) years must have had his first (1st) parole hearing before being considered for College Release and must be ten (10) months short of his next hearing.
4. Those men with sentences of ten (10) years or less must be within ten (10) months of their first (1st) scheduled parole hearing.
5. All individuals being considered for the College Release Program must be free of any serious correctional institution adjustment for the six month period prior to review by the College Release Board.
6. Once a man is approved for the College Release Program and is removed from it for disciplinary reasons (adjustment, etc.) and returned to MCTC this individual will not be eligible for the College Program at MCTC for two (2) full semesters.

Appendix E

MEMO BETWEEN STAFF AND PRISON LIAISON COORDINATOR REGARDING "COLLEGE RELEASE PROGRAM EVALUATION"

HAGERSTOWN JUNIOR COLLEGE
Hagerstown, Maryland
21740

MEMORANDUM

TO: Faculty teaching at MCTC

FROM: Prison Liaison Coordinator

DATE:

SUBJECT: College Release Program Evaluation

Below is the list of inmates that the prison has determined to be eligible for screening for College Release. I would appreciate it if you would rank the top six in order of priority. Use whatever criteria you deem appropriate based on your contact with these individuals.

There is a second request. If you feel that any of these individuals should not come on campus, please so indicate. As in the case of your ranking, this information will be kept in strictest confidence.

It is critical that I have this information by _____.
Thank you for your assistance.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Appendix F

MEMO BETWEEN DEAN OF INSTRUCTION AND PRISON LIAISON COORDINATOR REGARDING "COLLEGE RELEASE EVALUATION RESULTS"

HAGERSTOWN JUNIOR COLLEGE
Hagerstown, Maryland
21740

MEMORANDUM

TO: Dean of Instruction

FROM: Prison Liaison Coordinator

DATE:

SUBJECT: College Release Evaluation Results

A survey was submitted to part-time and full-time faculty at MCTC regarding their evaluating the prospective candidates for College Release this coming Spring Semester.

Both the Education Supervisor at MCTC and I also submitted an evaluation on a straight point system.

The results are:

_____	28 points
_____	24 points
_____	18 points
_____	16 points
_____	14 points
_____	13 points
_____	9 points
_____	6 points
_____	2 points
_____	1 point
_____	0 points

The top six names are the men who will appear before the committee on _____ _____ starting at 8:30 a.m.

Appendix G
JOB DESCRIPTION - PRISON LIAISON COORDINATOR

I. Position Title: PRISON LIAISON COORDINATOR

II. Summary Statement of Responsibility

The Prison Liaison Coordinator is responsible for providing support services to the inmates participating in the College Program at the Maryland Correctional Institution and the Maryland Correctional Training Center.

III. Organizational Relationships

A. The Prison Liaison Coordinator reports directly and is responsible to the Dean of Instruction.

B. This position does not require the supervision of any personnel.

C. The Prison Liaison Coordinator coordinates most closely with the Dean of Instruction, the Dean of Students, the Registrar, the Director of Student Financial Aid, the Comptroller, the Veterans Affairs Coordinator, and the Bookstore Manager in fulfilling his assigned duties and responsibilities.

IV. Duties

The Prison Liaison Coordinator is responsible for:

A. Primary

1. Communicating directly with the disadvantaged, incarcerated students in the College Programs at the Maryland Correctional Institute and the Maryland Correctional Training Center (MCI-MCTC) offering the following services:

   a. Peer Counseling
   b. Transfer Information and Assistance
   c. College Registration
   d. College Orientation
   e. Library Assistance
   f. Financial Aid Applications
   g. Credential Applications
   h. Any other relative matters deemed necessary by College or Prison personnel, and

2. Coordinating the College Programs at MCI and MCTC between those institutions and Hagerstown Junior College.

Appendix G

JOB DESCRIPTION - PRISON LIAISON COORDINATOR (continued)

Prison Liaison Coordinator
Page two

B. Secondary

1. Notifying both MCI and MCTC, and Hagerstown Junior College of any change in student status of an incarcerated student

2. Notifying the Veterans' Affairs Coordinator at Hagerstown Junior College of any change in student status of any incarcerated student

3. Interviewing prospective incarcerated students and assisting same in applying for admission to the College Program

4. Providing information to the residents of MCI and MCTC concerning the College Program and its impact on their eventual employment prospects in a declared discipline, and

5. Assisting incarcerated students with transfer to other institutions of post-secondary education on their transfer within the correctional system.

C. Combination

1. Assisting the coordinators at MCI and MCTC and the Dean of Instruction in researching, locating, and applying for sources of funding for the College Programs, as may be deemed necessary by said supervisors

2. Assisting the Dean of Students in servicing the incarcerated students from his office as may be deemed necessary

3. Assisting the Veterans' Affairs Coordinator at Hagerstown Junior College in servicing the incarcerated veterans participating in the College Program at MCI and MCTC

4. Providing assistance to the Registrar's Office at HJC in the process of registering the students for both Programs

5. Working with the Comptroller's Office at HJC in collecting funds from the students at MCI and MCTC that are owed to HJC

6. Coordinating with the Bookstore Manager in the distribution of text materials to the students at MCI and MCTC, and

7. Providing assistance to the Director of Student Financial Aid in collecting and processing BEOG/SEOG applications from the students at MCI and MCTC.

Appendix H

GUIDELINES: COLLEGE PROGRAM MCTC

GUIDELINES: COLLEGE PROGRAM MCTC

I. An applicant is required to have a high school equivalency certificate or diploma to be considered for the Program. The individual will have no detainers (except payable), and the Hagerstown Junior College also requires the ACT scores of each applicant. The inmate is required to be registered for this test at the time of entry into the College Program. If an inmate enters the College Program under false pretenses (not having a GED or diploma), he will be required to take the necessary tests during the semester, and if he fails the test, he will be dropped from the College Program.

II. Effective the Spring 1982 Semester and EACH semester thereafter, each person must pay a minimum of sixty-five dollars ($65.00) to Hagerstown Junior College before they can be accepted into the Program. In addition, all students must have a valid Basic Educational Opportunity Grant in hand upon entering the Program. The maximum number of students permitted in the Program will be fifty (50) regardless of funding sources. Selection for entrance into the Program will be by the Prison Liaison Coordinator from Hagerstown Junior College and the Director of Education, MCTC.

III. An inmate is eligible to be screened for admission to the College Program when he is within 24 months of his parole hearing date. Before an inmate can enter the College Program, he is required to have enough time on his sentence to complete at least one college semester before parole. Further, if an inmate is paroled, he will complete the semester he is in before going out on parole. A decision for delayed release by the Parole Board will be recommended. The inmate will be advised of this provision on entering the Program. He will signify his concurrence by signing the attached form.

IV. The correctional institution controls the matter of who should be dropped from the Program. The inmate has to maintain both good academic and social deportment to remain in the Program. If an inmate meets the academic requirements satisfactorily but his social behavior is questionable, he will be dropped from the College Program. The receipt of too many tickets or "On the Spot" reports is a violation of the social deportment provision and will result in the removal of an inmate from the Program. If an inmate is put on segregation while in the Program, for fifteen days or more, he will be dropped from the Program. He may be considered for reinstatement in the Program after "sitting out" one full semester.

For readmission into the Program after sitting out the semester, the student must be (1) totally self-funded, (2) only in the Program long enough to complete the minimum requirements for the A.A. degree, and (3) his social conduct must be excellent. Any violation of these three conditions will result in permanent termination from the Program.

With regard to academic standing, a student must maintain a quality point average of 1.7 or above in the first semester's work. In the event he does score from 1.7 to 2.0 for the first semester, he will be placed on academic probation for the next semester. During that semester, in order to continue in the Program, he must achieve a 2.0 or above. In the event he scores under 1.7 for the first semester, he will be removed from the College Program.

Appendix H

GUIDELINES: COLLEGE PROGRAM MCTC (continued)

Guidelines: College Program MCTC Page 2

The policy on absence from class is that the college student will be granted three excused cuts. Excessive cuts will result in the student being dropped from the Program. If an inmate from this correctional institution is transferred to another correctional institution for observation, through no fault of his own, his readmission into the Program upon his return to the correctional institution depends on the College. Class tardiness will not be tolerated. Chronic tardiness will result in being dropped from the Program.

V. The minimum number of credits a student can carry per semester is nine credits. Exceptions to this policy will be made only if a student needs less than nine credits to graduate. That decision will be made by the Director of Education and the Prison Liaison Coordinator.

VI. If an inmate in a college program at another correctional institution is transferred to MCTC, he may or may not be put in the College Program at this correctional institution. Transfers from other correctional institutions must meet the requirements of guidelines set forth above, unless the transfer was an administrative move.

VII. Inmates will be advised upon admission to the College Program that they must pursue study in one of the following two areas which are eligible for funding. These areas are:

1) Accounting & Business

2) Administration of Justice

Students must comply with the guidelines as issued by the College Selection Committee at MCTC, and comply with all regulations as set forth by Hagerstown Junior College concerning attendance, attitude, and grades. Any violation of the above conditions would constitute immediate withdrawal from the College Program. It should also be noted that funding for the College Program is uncertain and all students are to be advised that no guarantee exists for completion of any program.

INMATE ACKNOWLEDGMENT

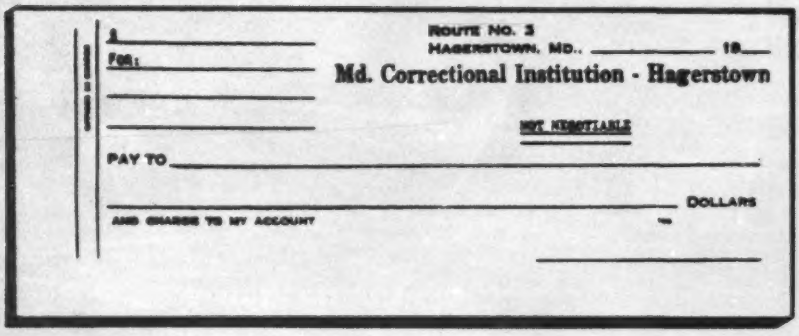
I have read the preceding guidelines of the MCTC College Program. I understand that violation of the guidelines may result in my suspension from the College Program.

_____ _____

Name Date

Appendix I
COLLEGE REGISTRATION CARD

Appendix J
PRISON MONEY VOUCHER SLIP



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